

UNAUTHORIZED PRACTICE OF LAW (UPL) COMPLAINT FORM

• **Instructions for Completing this Form:**

- Write legibly in ink, or type.
- Attach all documents relevant to your complaint.
- Keep copy of this form for your records.
- Send to the above Bar mailing address.

- **Note:** In South Carolina, the practice of law without a license is a felony. See S.C. Code § 40-5-310 (“No person may practice or solicit the cause of another person in a court of this State unless he has been admitted and sworn as an attorney. A person who violates this section is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both.”). *The South Carolina Bar is not empowered to enforce this statute.* The South Carolina Bar’s UPL Committee may share this information with other persons and agencies in an effort to improve the protection of citizens and to coordinate enforcement of the law. However, *to prosecute your particular case, please contact directly your local law enforcement office.* To learn more, please visit our website at www.scbar.org/upl.

1. How can we contact you?

Name: _____
Address: _____
Daytime Telephone No.:(_____) _____
Other Telephone No.: (_____) _____
E-mail: _____
Fax: _____

2. How can we find or contact the respondent, i.e., the person or organization you believe has engaged in the unauthorized practice of law?

Individual’s Full Name: _____
Organization’s Full Name: _____
Address: _____
Telephone No(s): (_____) _____
(_____) _____
Fax: (_____) _____
E-mail: _____
Web Page: _____

3. Is respondent a resident of South Carolina? Yes No Don’t Know

4. Where and how did the respondent communicate with you?

- a. Did you meet in person? Yes No
- b. If yes, where? in South Carolina? outside South Carolina? If outside, where? _____
(continued next page)

c. Did you communicate by (check all that apply): phone? letter? e-mail?
d. Explain, if needed (see also Questions 5 and 6): _____

5. Was the activity engaged in or the work performed by respondent: (Check all that apply; if possible, attach copies of any documents you might have in support.)
 Advertising legal services or holding out as attorney
 Giving legal advice for a fee
 Preparing legal documents, with or without payment of a fee
 Representation in a legal matter heard by a court or other tribunal
 Other Explain: _____

6. Please describe in detail the activity that is the subject of your complaint. (Continue on another sheet, if needed.)

7. Did you pay respondent for services? Yes No If "Yes", how much? _\$ _____
Please attach copies of any fee agreement, invoices, billing statements, canceled checks and other documents showing payment or payment arrangements.

8. List names, addresses and phone numbers of all persons who may be able to provide additional information concerning your complaint. (Continue on another sheet, if needed.)
a. _____
b. _____
c. _____

9. Is there any lawsuit or other legal action against anyone about this problem? Yes No
If yes, what is the current status of that lawsuit or legal action? _____

10. Please attach clean *copies* (not originals) of any documents relevant to your complaint.

11. What else, if anything, should we know to help us understand your complaint?

Your Signature: _____

Date: _____